

**CITY OF AUBURN
TRANSPORTATION
ADVISORY BOARD**

FEBRUARY 28, 2023

MEETING AGENDA

I. CALL TO ORDER – 5:00 P.M.,

II. PUBLIC PARTICIPATION:

1. Public Participation:

The Transportation Advisory Board Meeting scheduled for Tuesday, February 28, 2023, at 5:00 p.m. will be held in person and virtually.

To attend the meeting virtually, please click one of the below links, enter the Meeting ID into the Zoom app, or call into the meeting at the phone number listed below.

The link to the Virtual Meeting to listen to the Transportation Advisory Board Meeting is:

Zoom: <https://us06web.zoom.us/j/87940552498>

To join the meeting by phone, please use the below call-in information:

253-215-8782

888-475-4499 (Toll Free)

Meeting ID: 879 4055 2498

International numbers available: <https://us06web.zoom.us/u/kMHeeJCdJ>

2. Public Comments:

This is the place on the agenda where the public is invited to speak to the Transportation Advisory Board on any issue. Public comment is limited to 3 minutes.

a. The public can participate in-person or submit written comments in advance.

Participants can submit written comments via mail or email. All written comments must be received prior to 3:00 p.m. on the day of the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Molly Mendez, Administrative Assistant

25 W Main St

Auburn, WA 98001

Email written comments to:

mmendez@auburnwa.gov

If an individual requires an accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 3:00 p.m. on the day of the scheduled meeting. Participants can request an accommodation to be able to provide remote oral comment by contacting the Engineering Department in person, by phone 253-931-3010, or email to mmendez@auburnwa.gov.

III. ROLL CALL (Mendez)**IV. CONSENT AGENDA**

- A. APPROVAL OF MINUTES FOR THE MEETING ON DECEMBER 13, 2022*

V. ACTION ITEMS

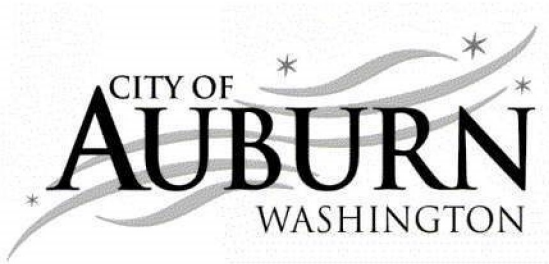
- A. 2022 TAB Annual Report (Malik)*
Review of the proposed 2022 annual report to be presented to City Council, and TAB action regarding approval of the proposed report.

VI. DISCUSSION AND INFORMATION

- A. General Update
- Grants update (Webb)
 - Construction projects update (Webb)
 - Council action on TAB code update: Chapter 2.94 ACC (Malik)
- B. King County Bicycle Safety Investments
Lisa Watson, Seattle & King County Public Health Bicycle Safety Manager will discuss with the TAB her need to identify potential opportunities in South King County to invest funds for bicycle safety. She would like to hear suggestions from the TAB during this information and ideas gathering phase.
- C. TAB Annual Workplan (Malik)*
Review the proposed 2023 annual workplan.
- D. Transportation Improvement Program (TIP) preliminary discussion (Webb)
Preliminary discussion regarding the annual TIP update, which will need Council Action in June 2023. Further discussion with the TAB is expected in May, with action to recommend approval of the TIP update.
- E. Commute Trip Reduction Program (Bean)*
Staff presentation about the City's Commute Trip Reduction Program, including recent changes and survey results.
- F. Next meeting topics:
- Transportation Improvement Program (TIP)
 - State of Our Streets (SOS) report
 - Comprehensive Transportation Plan - Public Outreach Discussion
- G. Other Discussion Items / Roundtable.

VII. ADJOURNMENT

Next meeting will be held on Tuesday, May 9, 2023 at 5:00 P.M.



**CITY OF AUBURN
TRANSPORTATION
ADVISORY BOARD**

December 13, 2022

DRAFT MINUTES

I. CALL TO ORDER

II. VIRTUAL PARTICIPATION LINK:

The Transportation Advisory Board Meeting scheduled for Tuesday, December 13, 2022 at 5:30 p.m. will be held virtually and telephonically. To attend the meeting virtually please click one of the below links, enter the meeting ID into the Zoom app, or call into the meeting at the phone number listed below.

Per Governor Inslee's Emergency Proclamation 20-05 and 20-28 et. seq. and City of Auburn Resolution No. 5581, City of Auburn has designated meeting locations as "virtual" for all Regular, Special and Study Session Meetings of the City Council and for the Committees, Boards and Commissions of the City.

The link to the Virtual Meeting or phone number to listen to the Transportation Advisory Board Meeting is:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click one of the below URL to join.

ZOOM: <https://us06web.zoom.us/j/81797042958>

Or join by phone:

253 215 8782

888 475 4499 (Toll Free)

Webinar ID 878 9541 1840

International numbers available: <https://us06web.zoom.us/u/kMHeeJCdJ>

III. ROLL CALL (Mendez)

Present: Dennis Grad, Peter Di Turi, Michael Harbin, David Jensen, Sarah Shaw, Riley Patterson, Patricia Larson, Ena Robinson, Tyson Hiffman

Excused absence: Waylon Menzia, Cheryl Rakes, Emmanuel Dolo, Cynthia Rapier

City Staff: Public Works Director Ingrid Gaub, Assistant Director/City Engineer Jacob Sweeting, Senior Transportation Planner, Cecile Malik, Senior Traffic Engineer, James Webb and Administrative Assistant, Molly Mendez

Outside Presenter: Jeremy Fichter, King County Metro

IV. CONSENT AGENDA

A. APPROVAL OF MINUTES

It was moved by Boardmember Harbin, seconded by Boardmember Di Turi that the Committee approve the Transportation Advisory Board minutes for September 13, 2022. Motion carried.

V. ACTION ITEMS

A. Election of Chair and Vice-Chair for 2023-24

It was moved by Boardmember Harbin, seconded by Boardmember Jensen to appoint Boardmember Di Turi to the Chair position and Boardmember Robinson to the Vice-Chair positions to serve 2-year terms from January 2023 to December 2024. Motion carried.

B. TAB code update (Malik)*

Review of the proposed update to ACC Chapter 2.94 Transportation Advisory Board, and TAB action regarding a recommendation to Council to adopt the proposed code update.

TAB members asked for clarification about proposed changes, which was provided by staff, and discussion took place about the proposed Section 2.94.060(E) "Review and advise the mayor, city council, and city staff on transportation issues affecting underserved and under-represented communities". After discussion, there was a Motion to amend by Boardmember Jensen and seconded by Boardmember Harbin to modify the draft code in section 2.94.060.E to read as "Review and advise the mayor, city council, and city staff on transportation issues affecting all people within the city, including historically underserved and under-represented communities." Motion carried 8:1.

Motion to recommend approval of the proposed changes to ACC Chapter 2.94 as amended was made by Boardmember Jensen and seconded by Boardmember Di Turi. Motion carried unanimously.

VI. DISCUSSION AND INFORMATION

A. General Update

- Grants update (Webb)

The City submitted grant applications to 3 different agencies this year – Washington State Department of Transportation (WSDOT), Puget Sound Regional Council (PSRC), and the Transportation Improvement Board (TIB). Funding was awarded for 6 projects.

Preservation Grants

- A Street SE (37th Street SE to Lakeland Hills Way)
- C Street SW (GSA signal to Ellingson Road)

Non-Motorized Improvement Grant

- 1st Street NE/NW and Division Street Pedestrian Improvement
- Pedestrian crossing enhancements (4 locations)

Design Grant

- East Valley Hwy Widening

Highway Safety Improvement Grant (Design and Construction)

- Roundabout at 21st Street SE/R Street SE

- Construction projects update (Webb)

- There are 7 significant transportation projects in 2023.

B. Discussion Topic: Transit (Jeremy Fichter, Metro)

Metro staff will give the TAB a presentation with updates on the transit system and planning efforts. The presentation will be provided at the meeting and made available after the meeting.

Jeremy Fichter, King County Metro – South County Team Lead, presented an update on Metro’s South Link Connections project, which would lead to some restructuring of Metro’s service to align with the Sound Transit South Link extension, which will extend the light rail from Angle Lake to Federal Way, with the addition of 3 new light rail stations. He also provided an update on the Metro project RapidRide I Line, which will replace current Route 160 and provide bus rapid transit service between Auburn, Kent, and Renton. A discussion followed during which TAB members asked several questions related to Metro service and the projects.

C. Staff Presentation: Equity in Transportation Planning (Malik)*
Presentation to the TAB about how Auburn is incorporating equity in the transportation planning process. Staff presented examples of how equity and inclusion is integrated into new projects and engagement in the transportation planning process.

D. 2023 Draft Workplan Discussion Topics (Malik)

TAB members to propose topics to be considered for the 2023 workplan.

Items proposed by TAB member for consideration in the 2023 workplan:

- Coordination about transit stops safety and maintenance – could TAB members work together to address a letter request to Metro for additional safety patrols?
- Roundabouts
- Measure of success – how are projects evaluated for success, are there examples of successful projects and of lessons learned?

E. Review 2023 meeting dates (Malik)

- February 28, 2023
- May 9, 2023
- August 15, 2023
- November 14, 2023

For purposes of these minutes, this was moved to action following the election of the officers. It was moved by Boardmember Harbin and seconded by Boardmember Jensen to approve the meeting dates with a revised start time of the meeting of 5 PM. Motion carried unanimously.

F. Other Discussion Items / Roundtable.

There was a brief group discussion about a recent collision on Auburn Way South.

VI. ADJOURNMENT

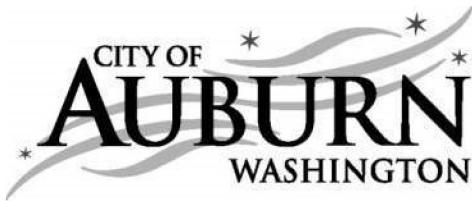
There being no further business to come before the Transportation Advisory Board, the meeting was adjourned at 7:36 p.m.

Next meeting will be held on Tuesday, February 28, 2023 at 5:00 PM.

Approved this _____ day of _____, 2023.

Peter Di Turi
Chairman

Molly Mendez
Administrative Assistant



Memorandum

To: Transportation Advisory Board
From: Cecile Malik, Senior Transportation Planner
Date: February 22, 2023
Re: Draft 2022 Annual Board Work Plan Report

In March 2022, the Transportation Division developed and presented an annual work plan for the upcoming year to the Transportation Advisory Board.

In developing its work plan, Staff considered the following:

- Board advisory focus areas listed in Chapter 2.94.
- Departmental Staff work priorities.
- Board members' knowledge, interest, and expertise.

The 2022 Annual Board Work Plan approved by the Board was used to develop this end of year report, which will be presented to the Auburn City Council in early 2023.

TAB Membership Updates:

Four vacant Transportation Advisory Board positions have been filled.

- Ena Robinson, Chamber of Commerce
- Patricia Larson, Senior Citizen
- Emmanuel Dolo, Citizen at Large
- Tyson Hiffman, Citizen at Large

Current Board members:

Position	Name	Appointed on	Term Ending
High School Student	Waylon Menzia	3/16/20	06/30/23
Auburn School District	Dennis Grad	4/18/16	12/31/25
Auburn Downtown Cooperative	Cheryl Rakes	3/15/21	12/31/23
Muckleshoot Indian Tribe	Riley Peterson	11/19/19	12/31/25
Local Business (1)	Michael Harbin Jr	4/18/16	12/31/24
Citizen at Large (1) (Chair)	Peter Di Turi	7/16/18	12/31/23
Transit User	Sarah Shaw	7/16/18	12/31/23
Chamber of Commerce (Vice Chair)	Ena Robinson	8/15/22	12/31/24
Citizen at Large (2)	Emmanuel Dolo	2/22/22	12/31/24

Citizen at Large (3)	Tyson Hiffman	11/21/22	12/31/25
Senior Citizen	Patricia Larson	4/18/22	12/31/24
Cyclist	Ajay Ganesan	2/2/23	12/31/25

Board Vacancies:

- Representative of Local Business(s)
- Representative of persons living with disabilities
- Representative of Green River College

2022 Annual Work Plan Report

1. Discussion Topics:

March: Comprehensive Transportation Plan 2024 update

Presentation: Staff presented the plan for the next major update to the Comprehensive Transportation Plan, and the addition of multi-modal level of service.

Vehicle Level of Service is moving vehicles efficiently across the City. Multimodal Level of Service is looking at each mode and evaluating their level of service, beyond just vehicles, on the transportation network. The network consists of auto, transit, bicycles, pedestrians and trucks. The approach is to review each mode and how they interact with each other.

Discussion:

TAB members asked questions about the process and timeline, and since the presentation was a high-level overview, no recommendations were made at this meeting.

May: Transportation Improvement Program (TIP)

Presentation: Staff provided an overview of the proposed Transportation Improvement Program (TIP) and the proposed update to the projects planned in the next 6 years.

Discussion:

TAB members had the opportunity to ask questions and voted to recommend adoption of the proposed update to the TIP.

September: Freight Planning

Presentation: Staff provided an overview of the planning considerations for freight within a multimodal transportation network, including opportunities and challenges.

Discussion:

TAB members asked questions and made comments and suggestions for consideration..

September: TAB code update

Staff presented a proposed update to the TAB code with the goal of allowing more flexibility to fill vacant positions, and to incorporate language to support the Diversity, Equity, and Inclusive goals of the City into the transportation planning efforts.

Discussion:

TAB members asked clarifying questions, and suggested edits to the proposed revised language to ensure that the added flexibility to fill vacant positions would not lead to one or more groups to not be represented. Staff made the change to the proposed code update to bring to the TAB for a vote at the December meeting.

December: Equity in Transportation Planning

Staff provided a presentation to the TAB regarding the various ways the transportation planning process includes equity.

Discussion:

TAB members had the opportunity to ask questions about this topic.

December: TAB code update

Staff brought the updated TAB code language for review and action to the TAB. TAB members who were absent at the previous meeting asked questions related to the proposed update, and staff reiterated the information presented at the September meeting. Additional language modification was proposed, and the TAB voted to recommend adoption of the updated code language with the additional proposed modification.

2. Other Staff Presentations:

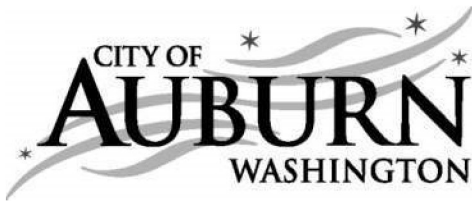
- SOS program and Arterial Preservation Program, funding, projects, and prioritization (June)
- Construction updates
- Grants updates

3. Additional Items

- Metro presentation to TAB about Transit updates in the area, with a focus on the Link light rail extension to Federal Way and the Future RapidRide I Line. TAB members were able to ask several questions related to transit service in Auburn.
- TAB members elected a new Chair, Peter Di Turi, and Vice Chair, Ena Robinson, for the 2023-24 term.
- Minor update to the ADA Transition Plan to add contact information for the ADA coordinator, and update to ADA ramp inventory data.

4. Items not addressed from 2022 workplan:

- Traffic safety near schools: this item was raised by the Auburn School District representative and led to the establishment of a quarterly coordination meeting between the City's Police Traffic Unit, Public Works Engineering Transportation group, and the Auburn School District to address concerns, issues, and partnership opportunities to improve safety near schools.



Memorandum

To: Transportation Advisory Board
From: Cecile Malik, Senior Transportation Planner
Date: February 22, 2023
Re: 2023 Annual Board Work Plan

Each year the Transportation Division will develop an annual work plan for the upcoming year that will be utilized in the Transportation Advisory Board agenda setting.

Work plans serve two important key functions for an advisory body such as the Transportation Advisory Board (Board). First, a work plan will assist the Board in ensuring that it is efficient in the conduct of its work. As a volunteer body, the Board should maximize its time together and with staff to satisfy its advisory responsibilities as specified in Chapter 2.94 of the Auburn City Code. Second, a work plan is an important communication tool to the City Council, staff and interested parties about the work of the Board during the upcoming calendar year.

Work plans should present enough information to provide clear guidance as to the topics on which City Staff need input from the Board. In addition, the number of work tasks should not be excessive and should be reasonably tied back to the Board and City staff's overall availability and ability to complete the tasks identified for 2023.

In developing its work plan, Staff considered the following:

- Board advisory focus areas listed in Chapter 2.94.
- Departmental Staff work priorities.
- Board members' knowledge, interest, and expertise.

The 2023 Annual Board Work Plan approved by the Board will be used in the end of year report to the Auburn City Council in early 2024 by the Senior Transportation Planner accompanied by the Board Chair or Vice Chair.

Topics to be included in the 2023 annual work plan:

1. Discussion Topics:

- TIP update
- Comprehensive Transportation Plan Major Update
 - Policies
 - Outreach
 - Projects
 - Plan document
- State of Our Streets Annual Report

These will include a roundtable discussion with all Board members sharing what they heard from the groups they represent, recommendations to staff, and how board members plan to share updates and new information back with their representative areas.

Results of these discussion items will be used to guide projects prioritization and policy updates.

2. Staff Presentations:

- Featured Capital Projects
 - Riverwalk Drive and Auburn Way South Sidewalk Projects
 - A Street Loop
 - Coal Creek Springs Water Main Transmission
- Commute Trip Reduction Program
- Neighborhood Traffic Calming Program
- Project Success Metrics (may be part of Comprehensive Plan projects discussion).
- Roundabouts (may be part of Comprehensive Plan policy discussion)

3. Additional Items

- Sound Transit Garage and Link Light Rail updates (Sound Transit to Present)
- TAB letter to support additional safety on transit routes to send to Metro

- Rules of Procedure update (following code update)
- Board Annual Report to the City Council
- Mayor visit to TAB (Tentatively scheduled for August)

COMMUTE TRIP REDUCTION

VERONICA BEAN
TRANSPORTATION ADVISORY BOARD
FEBRUARY 28, 2023

AUBURN
VALUES

S E R V I C E
E N V I R O N M E N T
E C O N O M Y
C H A R A C T E R
S U S T A I N A B I L I T Y
W E L L N E S S
C E L E B R A T I O N

AGENDA

- **What Is CTR?**
- **Current CTR-Affected Businesses**
- **City CTR Requirements**
- **Auburn CTR Plan**
- **CTR Survey**
- **Coming Up In 2023**

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WHAT IS CTR?



Passed in 1991 and updated in 2006, the Commute Trip Reduction (CTR) law requires employers to work with employees to reduce the number and length of drive alone commute trips.

The CTR law stems from the Washington Clean Air Act and Climate Plan. The goals are to:

- Improve air quality
- Reduce traffic congestion
- Reduce the consumption of fossil fuels

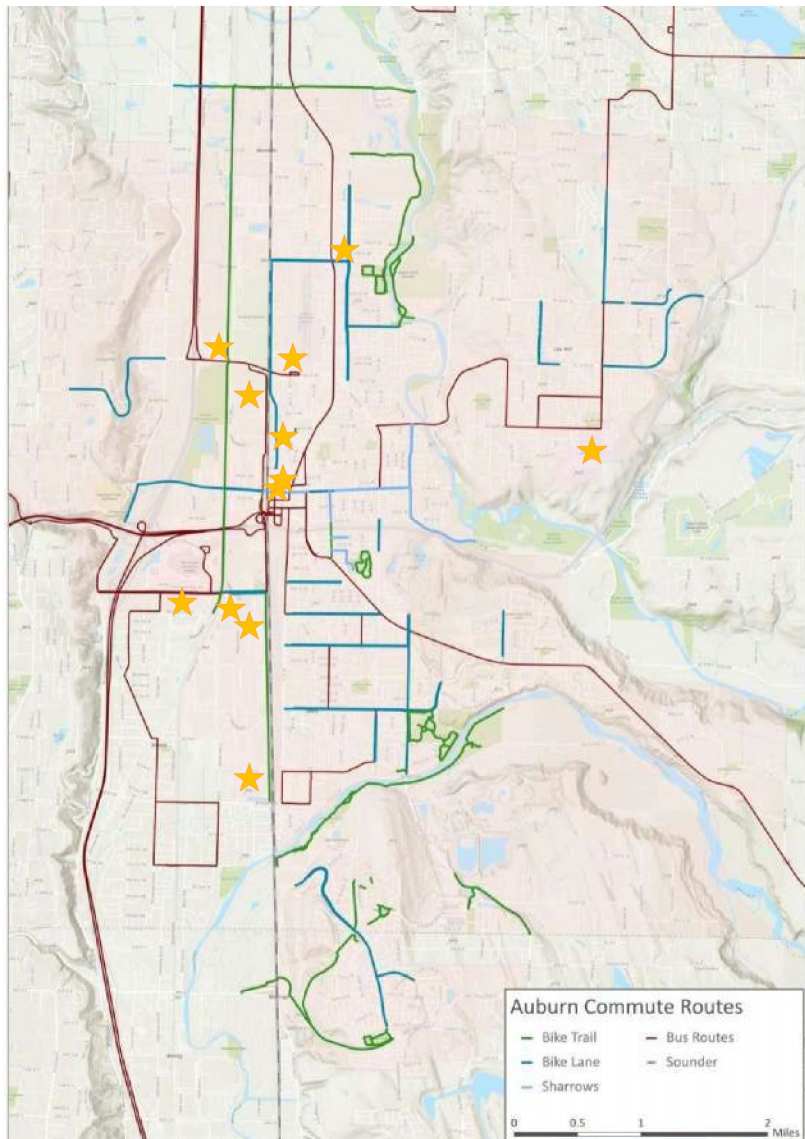
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CTR-AFFECTED BUSINESSES

A business is CTR affected if it has 100+ employees that:

- Are full time (35+ hours/week)
- Work 2+ weekdays per week
- Begin their shift between 6am and 9am
- Are in a position intended for at least 12 consecutive months

Auburn currently has 12 CTR-affected businesses



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CITY CTR REQUIREMENTS

- Adopt a CTR plan and ordinance
- Administer baseline surveys for any newly affected employers
- Work with newly affected employers to develop a CTR program for their worksite(s)
- Provide training for new Employee Transportation Coordinators
- Every other year, employers must provide a CTR Program Report
- Every other year, administer CTR surveys for all worksites
- WSDOT contract and work plan
- WSDOT quarterly reports and invoicing

AUBURN CTR PLAN

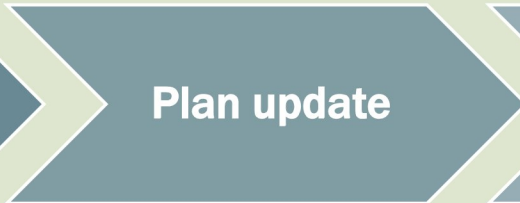
- Current CTR Plan and City Code was last updated in 2010
- WSDOT is requiring a Plan update

By June 2023



- Performance targets
- Funding formula
- Any statewide priorities that could be required in local plans

July 2023 – November 2024



- Training with WSDOT
- Engagement with stakeholders
- Data gathering
- Draft Plan

November 2024 – December 2024



- The committee must approve local plans

January 2025 – June 2025

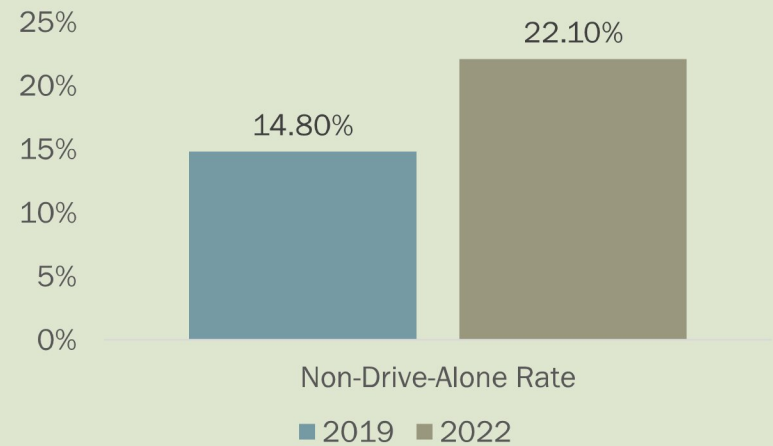
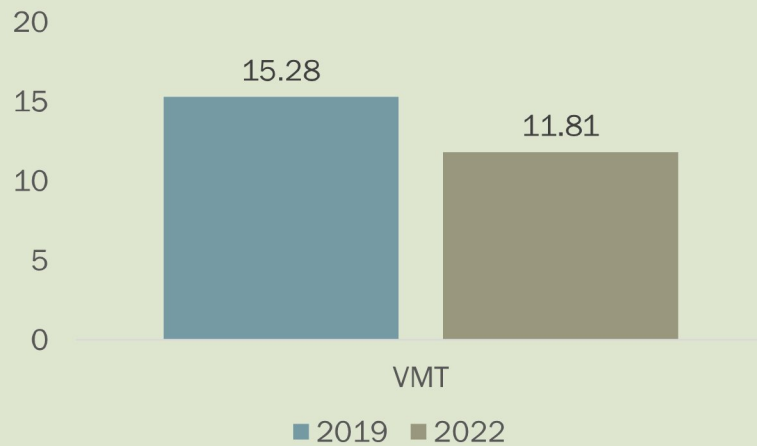


- Includes an update to the ordinance

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CTR SURVEY

- We administered the CTR survey to 9 worksites this fall
- Surveyed 1536 employees
- VMT decreased
- Non-drive-alone rate increased



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COMING UP IN 2023

- Start training and outreach for the Auburn CTR Plan Update
- Create additional programming around alternate modes of transportation
- Fall 2023 - Employer Program Reports



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